

6
THE FOURTH

ANNUAL REPORT

OF THE

PUBLIC LIBRARY


OF

CINCINNATI.

June, 1871.

CINCINNATI:

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1871.



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Members of the Board of Managers,

1871-'72.

RUFUS KING, PRESIDENT.

No. 95 East Third Street, - - - - - Two Years.

JOSEPH P. CARBERY, TREASURER.

No. 103 Smith Street, - - - - - Three Years.

WILLIAM TILDEN, SECRETARY.

Mount Auburn, - - - - - One year.

WILLIAM B. DAVIS,

No. 310 Elm Street, - - - - - Two Years.

HERMANN ECKEL,

No. 128 Hamilton Road, - - - - - One Year.

WILLIAM STRUNK,

No. 155 Mound Street, - - - - - Three Years.

JABEZ M. WATERS,

(*ex-officio.*)

No. 551 West Ninth Street, - - - - - One Year.

Standing Committees of the Board of Managers.

Messrs. WATERS, DAVIS, and TILDEN, Committee on Buildings.

Messrs. CARBERY and WATERS, Committee on Finance.

Messrs. DAVIS, ECKEL, and STRUNK, Committee on Library.

Messrs. ECKEL and STRUNK, Committee on Reading Room.

Messrs. TILDEN and CARBERY, Committee on Public Meetings.

Officers and Attendants of the Public Library.

WILLIAM FREDERICK POOLE, Librarian, Merchants' Hotel.

WILL E. BARNWELL, First Assistant Librarian, 235 Longworth Street.

HARRIET E. GARRETSON, Second Assistant Librarian, 74 Clinton Street.

PAUL NEUHAUS, Third Assistant Librarian, 455 Sycamore Street.

ASSISTANTS.

Miss Selina M. Bernard, Mt. Hope.

Mrs. Edwin N. Fuller, No. 137 Plum Street.

Miss Sophia F. Shannon, No. 102 Poplar Street.

Miss Laura F. Pollard, No. 287 Richmond Street.

Miss Saida C. Chapman, No. 570 West Ninth Street.

DAY AND EVENING ATTENDANTS.

Edmund Doering,

James French,

John A. Roedter,

Oliver Jenkins,

John Gleason,

Edward Nunneker,

Miss E. M. Fuller.

William Jenkins, Janitor.

REPORT

OF THE

MANAGERS OF THE PUBLIC LIBRARY.

To the Board of Education:

The Managers of the Public Library respectfully present herewith for your information, the Annual Reports of the Librarian and their Treasurer, made to them June 24, 1871, concerning the condition of the Library and its affairs for the official year ending on that day.

Under the new order of things, fully detailed in the Librarian's report, it will be seen that during the past year a great advance has been made in the extent and importance of the library as a means of public instruction. We beg leave to call your attention to certain additional improvements recommended in his report, especially his proposal to fit up a room for illustrated works, and another for the collection of pamphlets and newspapers. If approved, it is most desirable that the work be done during the summer, when it will least interfere with the operation of the library.

The catalogue now in press, and soon to be published, will relieve both the readers and the managers of the library of one of the greatest obstacles which heretofore

have stood in its way. The want of it has prevented us equally from knowing what the library contained and what it lacked. Henceforth all can readily ascertain what it has, and the managers will be enabled to fill up all the deficiencies which have made it unsymmetrical.

The purchase of books thus far has been guided with a view chiefly to its character as a circulating library for popular use, but not without due regard to the special wants of scholars, as well as the manufacturing and industrial interests of our people. Books for reference in any and all subjects are being accumulated. We have yielded liberally, also, but not indiscriminately, to the demand of those who read nothing but novels, and who represent, we regret to say, the greater portion of the large and increasing circulation of books referred to in the Librarian's report. This is a concession, or rather experiment, in deference to intelligent observers, who assure us that by this policy we shall create a taste for better reading where none would otherwise exist. Desiring to prove whether this be true, the Librarian has accordingly been directed to preserve entries, which in the course of two or three years will furnish data for a practical solution of this interesting problem.

We deem it important that the Librarian's suggestions concerning the collection of pamphlets should obtain the widest notice and sympathy. Vast numbers of scattered pamphlets, and manuscripts too, which are now wasted and lost, may thus be preserved for most valuable purposes. The assistance of the press will contribute most of all to its accomplishment.

The general account of the Library Fund for the year is as follows :

July 1, 1870—Balance in the City Treasury.....	\$15,271 48
Tax $\frac{1}{10}$ of a mill, last half of 1869.....	6,112 85
Jan. 20, 1871— “ “ “ first half of 1870....	6,704 44
Interest for three years accrued on Mrs. Sarah Lewis' bequest.....	895 92
	<hr/>
	\$28,984 69
Appropriated by Board of Education for the purchase of books (part un- expended, for which see Treasurer's report	16,172 37
	<hr/>
June 24, 1871—Balance in the City Treasury.....	\$12,812 32

In addition to the foregoing appropriations out of the Library Fund, applicable exclusively for purchasing books, the following expenditures have been made out of the School Fund for library purposes, from July 1, 1870, to this date:

Salaries	\$8,414 09
Fuel and Light.....	1,121 25
Insurance.....	300 00
Printing and Advertising.....	467 29
Supplies, Incidental Expenses, &c.....	281 89
Stationery, including Card Catalogue.....	538 54
Paper for New Catalogue.....	1,026 00
Removal of the Library to New Building, including work of rearranging.....	804 23
	<hr/>
	\$12,953 29
And on account of Lot, Buildings, Furniture, and Gas and Heating Fixtures.....	60,616 23
	<hr/>
	\$73,569 52

In conclusion, we respectfully and earnestly pray the Board of Education to take measures for abolishing the present mode of managing the Public Library, either by taking it immediately into their own care, or by committing it to an independent board having power to control its affairs. The present method is a most ingeniously contrived blunder, by which the managers have to plan and prepare all the measures necessary for the Institution without the power of executing them, and the Board of Education have to execute all those measures without the means of knowing anything about them. The misunderstandings, delays, and injuries unavoidably incurred under this arrangement have been very embarrassing, and sometimes painful, and we are constrained thus to bring the subject formally before you.

For the Board of Managers,

RUFUS KING, *Chairman.*

CINCINNATI, *June 24, 1871.*

REPORT OF THE TREASURER.

RECEIPTS.

Deposits for security.....	\$220 00
Memberships—non-residents.....	3 00
Fines	580 58
Books lost and paid for.....	16 17
Academy of Medicine, on account of subscription for 1870, under contract.....	43 10
Theological and Religious Library Association, to re- imburse outlay for magazines.....	71 26
Library fund, received from City Treasurer.....	16,172 37
	<hr/>
Total receipts.....	17,106 48
Cash on hand, July 1, 1870.....	540 02
	<hr/>
	\$17,646 50

EXPENDITURES.

Deposits refunded.....	\$223 00
Postage	83 85
Incidental expenses and stationery.....	103 48
Rebinding	51 05
Academy of Medicine, periodicals.....	256 87
Theological and Religious Library Association, peri- odicals	71 26
Magazines.....	705 06
Binding	100 95
Books	13,690 97
	<hr/>
Total expenditures.....	15,286 49
Cash on hand, June 30, 1871, at the Library..	\$98 02
In Third National Bank.....	2,261 99
	<hr/>
	2,360 01
	<hr/>
	\$17,646 50

In addition to the foregoing, the Board of Education has expended as follows, on account of the current expenses of the Library, moneys not passing through our hands:

Salaries.....	\$8,414 09
Fuel and light.....	1,121 25
Insurance	300 00
Printing and advertising.....	467 29
Supplies, incidental expenses, etc.....	281 89
Stationery, including card catalogue.....	538 54
Paper for new catalogue.....	1,026 00
Removal of the Library to new building, including work of re-arranging.....	804 23
	<hr/>
	12,953 29
On account of lot, buildings, furniture, and gas and heating fixtures.....	60,616 23
	<hr/>
	\$73,569 52

STATEMENT OF LIBRARY FUND.

Balance in City Treasury, July 1, 1870.....	\$15,271 48
Last installment of taxes for 1869.....	6,112 85
First installment of taxes for 1870.....	6,704 44
Interest on Sarah Lewis's bequest to January 1, 1871..	895 92
Received at Library for books lost.....	16 17
	<hr/>
	29,000 86
Paid for books, including freight, etc.....	\$13,791 92
Paid for magazines.....	705 06
	<hr/>
	14,496 98
	<hr/>
Balance	\$14,503 88
In City Treasury.....	\$12,812 32
In hands of the Treasurer of the Board of Managers (including interest of Lewis bequest, \$895.92).....	1,691 56
	<hr/>
	\$14,503 88

ROBERT BROWN, JR., *Treasurer.*

REPORT OF THE LIBRARIAN.

THE PUBLIC LIBRARY OF CINCINNATI, }
CINCINNATI, *June 24, 1871.* }

To the Board of Managers of the Public Library:

GENTLEMEN: I herewith respectfully submit the Librarian's Annual Report concerning the statistics, work, and condition of the Public Library for the official year now closing.

At the date of my last report, June 27, 1870, the contractor for completing the front portion of the new library building gave the assurance that the premises would be ready for use by the public in two months. These expectations were not realized, and the building was not completed and furnished until the first week in December. On the 17th of September the books were called in, and on the 19th the work of removal commenced. From that date until the 8th of December, the whole working force of the library was employed in arranging and numbering the books, preparing shelf-lists, or a complete inventory of the books as arranged, and placing the shelf-marks on the cards of the manuscript catalogue which had already been prepared.

On the evening of the 8th of December, the new rooms were opened for inspection to the members of the Board of Education and other officials of the city government.

On the following day the library was open to the public for the delivery of books.

ACCESSIONS.

The number of volumes in the Public Library reported one year ago, and after its separation from the Ohio Mechanics' Institute, was 22,537. The additions for the present year have been 7,901 volumes by purchase, 361 by donation, and 3,291 by the deposit of the Theological and Religious Library, making the total number of additions 11,553, and of volumes now in the library, not including 132 volumes condemned as worn out, 33,958. Eight hundred and fifty-six pamphlets have been given, and thirteen have been purchased. The amount expended for the purchase of books was \$13,535.69, and for periodicals \$700.95, making a total expenditure of \$14,236.64.

While the purchase of learned and expensive works has not been omitted, it has been an especial aim during the past year to strengthen the library in the department of healthful reading which is most in demand. The circulation and the wants of the public have been closely watched to this end. Popular standard books have been duplicated, and in some instances as many as ten copies of the same work have been procured, and they have been constantly in circulation.

No attempt has been made fully to supply the first demand for a popular book; but when the merit of a new book was sufficient to create a permanent demand for a considerable number of copies, this demand has been promptly and fully met. No public library can do the work of a Mudie's Circulating Library, whose function is to supply the latest book to all comers at a certain rate per diem, and when the interest in the work flags—and

this often occurs in a few weeks—to sell off the surplus stock at reduced prices. It is, however, the function of public libraries, as they are supported by the whole community, to supply such good books, even if they be not learned or profound, as are suited to the tastes and capacities of the masses of the people. When this demand is liberally supplied, by far the largest portion of the income remains to be expended in books adapted to the wants of persons of a higher culture.

A list of 4,000 German books, prepared by Mr. E. Rothe, Dr. W. Nast, and Mr. A. Theuerkauf, has been approved, and the order for their purchase has been sent to Germany.

DONATIONS.

It will be seen by the list of donors appended to this report that there has been a large increase in donations over the previous year. The late Col. Robert Lachlan, an esteemed resident of this city, recently deceased, expressed in his will a desire that his books be distributed among the public institutions of Cincinnati. In accordance with this wish, 97 volumes and 305 pamphlets have been given to the library by his executor, Mr. John G. Brotherton. The works chiefly relate to Canada and India, where Col. Lachlan was formerly in the service of the British Government. Samuel A. Green, M. D., one of the Trustees of the Boston Public Library, and the honorary Librarian of the Massachusetts Historical Society, has expressed his interest in our library by sending as donations, from time to time, 19 volumes and 351 pamphlets, some of them of much historical interest. Mr. Daniel B. Pierson, of this city, has given 105 pamphlets. Hon. Job E. Stevenson, Hon. P. W. Strader, Hon. John Sher-

man, and Hon. T. H. Yeatman, have supplied valuable public documents. Mr. S. D. Horton, of this city, has given 28 volumes of learned folios. The Cincinnati French Club have presented 23 volumes of French books, and have recommended a list of standard French works for purchase, which have been ordered. Mr. Robert Clarke, Gov. R. B. Hayes, and other persons whose names appear in the appended list, have made valuable donations.

Miss E. Z. Ashford has presented a quantity of sheet music, and has given the assurance that the collection will be largely increased, if the library will bind it and put the volumes in circulation for the benefit of those who are not able to buy music. In this project Miss Ashford has the co-operation of friends who are interested in the subject, and who will aid her in making the collection. Miss Ashford's kind proposals have been accepted by the Board of Managers. The music, when bound, will circulate like other books. Persons having music, bound or unbound, which they are willing to contribute to carry out this design, are requested to send their addresses to the library, or to No. 308 Longworth street, and the parcels will be sent for.

Several gentlemen who have bound volumes of newspapers and collections of pamphlets have expressed an intention of giving them to the library when a room is provided for sorting and arranging them. It is to be hoped that the Board of Education during the coming year will make an appropriation for shelving the vacant room in the fourth story for this purpose. Bound newspapers, and a large collection of pamphlets, so arranged as to be accessible, are indispensable in a large library. Pamphlets, instead of being destroyed, should be sent to the Public Library. If they be duplicates, they are useful for exchange with

other libraries. Western pamphlets are much sought for by all the large Eastern libraries.

READERS.

The number of loan accounts in the ledgers reported last year was 6,773. The present number is 11,231. Of the new readers, 4,424 have deposited the usual certificate of guaranty, and 34 have adopted the alternative provided in the regulations of depositing three dollars. Thirty persons who had previously made deposits have withdrawn the same, and fifty-three accounts have been closed on account of removal, delinquency, or other causes.

CIRCULATION.

The circulation of books during the year has been 100,256 volumes, two-thirds of which has been the work of the past four months. The same rate maintained through the year would give a circulation of 200,000 volumes. From June 27, 1870, to the removal to the new rooms, eleven weeks, the circulation was 10,092. Twelve weeks the library was closed. From December 9 to January 1, the average weekly issues were 1,518. From January 1 to the present time the weekly issues have been as follows: 1,580, 1,958, 2,207, 2,071, 2,731, 3,039, 3,519, 3,418, 3,844, 3,800, 4,196, 4,322, 5,504, 4,944, 5,755, 4,402, 3,533, 3,602, 3,727, 3,499, 3,307, 3,128, 3,151, 3,214, 3,145. The largest number issued on one day was 1,212, on Saturday, April 15. For each of five successive Saturdays in March and April, the issues were more than one thousand volumes. In a single week more books have been taken out than in the whole corresponding month of the last year. These results have been reached without a printed catalogue or any means within reach of applicants of knowing what the

library contained other than inquiry of the attendants. With a printed catalogue, the use of the Library must largely increase during the coming year.

READING ROOMS.

The Reading Rooms on the lower floor are supplied with 255 periodicals, of which 127 are American and 128 foreign. Fifty-eight of these periodicals are paid for from the funds of the Theological and Religious Library. The number of readers has steadily increased. The issues of books for consultation have been 16,053, and of periodicals 20,719. The issues of periodicals in January were 2,509; in February, 2,863; in March, 3,724; in April, 4,355; in May, 4,546.

In the Reading Room on the third story are 62 medical periodicals, which are paid for from the funds of the Academy of Medicine. In this room are kept the current files of 44 religious newspapers sent to the Theological and Religious Library.

SUNDAY OPENING.

On the 27th of February last, the Board of Education voted that the Public Library be opened on Sundays, for reference only, during the usual hours, from 8 A. M. to 10 P. M. The order went into effect March 12. On the first Sunday there was an attendance of 659 persons, the majority of whom came simply from curiosity. The applications of readers were for 128 periodicals and 153 books, making a total of 281 applications. On no Sunday since, with one exception, have there been as many readers. The exceptional Sunday, April 26, was stormy, and the applications that day were for 193 periodicals and 232 books, a total of 425. The average applications for the Sundays in March

were 329; in April, 196; in May, 165; in June, 163. These statistics are quite unlike the results anticipated.

It was supposed that opening to the public on Sunday the Theological Department and the well-furnished reading rooms, with the privilege of ordering any book from the general library for consultation, would attract a large class of readers who had not the opportunity to visit the library on secular days. It was hoped that these privileges would draw from the streets young men who were spending the day in a less profitable manner. The latter expectation, at least, has not been realized. These persons pass our doors and still linger at the street corners and lounge about the drinking saloons. The Sunday readers at the library are studious and sober-minded persons, and, in point of intelligence and respectability, are fully equal, if not superior to the average of those who attend on secular days. Not an instance of levity or indecorum has occurred in the rooms on Sunday.

Sunday service is required of none of the regular attendants; but most of them have applied for an appointment on this duty. The rooms being open fourteen hours, the attendants serve in two relays of seven hours each, and receive the same pay as on secular days, except that those having the smallest salaries receive nearly double their usual pay.

I recommend that the ladies' reading room be closed on Sundays, the attendance not being sufficient to justify the expense. For several Sundays not a reader has appeared in the room, and this occurred on the day when 425 readers were in the gentlemen's room. The whole number of issues of books and periodicals for the sixteen weeks has been 119, a daily average of 7.

The experiment of opening the library on Sunday was commenced at a season of the year when, in this climate, the attractions out of doors were most enticing. A single stormy Sunday filled our rooms, which indicates that the attendance in the autumn and winter will be greater. An entire year is needed for a full practical test of a question which has been earnestly discussed here and in several of the Eastern cities.

ANNUAL EXAMINATION.

The annual examination of the library has been made during the present month, without the usual formality of calling in the books and closing the library for this purpose. This annual suspension of the usual privileges of the library for two weeks, with its special penalties for not returning books, has occasioned much annoyance to readers, and is not necessary with the facilities we now possess of identifying our books.

All the books on the shelf-lists have been found or traced to the possession of borrowers, except forty-two volumes. Twenty-eight are novels, and of eighteen of these we have duplicates. No book of any special value appears in the list. The fines for the year have amounted to \$530.58. One-tenth of this sum will replace the entire entire list of nominally missing books. It is probable, however, that but few of these books are lost, a clerical error in charging, or in the shelf-lists, preventing for the time their identification. Such as are not lost will reappear during the coming year.

The books have also been dusted and the shelves cleaned while the ordinary business of the library went on. As the rooms have been opened on Sundays, I would recommend that they be closed on no day in the year.

CATALOGUE.

After advertising for proposals, the contract for printing the catalogue was awarded to Wilstach, Baldwin & Co., and copy was delivered on the 14th day of April. The work, as far as completed, has been done in a satisfactory manner, though not as rapidly as was desired, or as the specifications of the contract required. For the last six weeks the printing has made commendable progress, and if this energy had been sooner developed, the completion of the work would have been brought, as was expected, within the present official year. Three hundred and fifty-two pages have been printed. The whole catalogue will make about six hundred and fifty pages, and will be finished before the 1st of August.

In connection with general office work, I have had, in the revision of proofs, the aid of my third assistant, Mr. Paul Neuhaus, whose intelligence and devotion to the interests of the library I can not too highly commend. Miss Garretson and the other lady assistants have revised the shelf-marks in the proofs from the books themselves. Mr. A. S. Winchester, who recently has had charge of the details of the work in the printing office, is entitled to an honorable mention for his intelligence and zeal. The catalogue, when completed, will be a great convenience to readers, and, I hope, not discreditable to the institution, or to the persons who have labored upon it.

ROOM FOR ILLUSTRATED WORKS.

The library is already in possession of valuable illustrated works, and there is no department of the collection in which the public are more interested. Drawing is a prescribed study in all the common schools of Cincinnati.

A special school of drawing is supported by the Trustees of the McMicken Fund. Illustrated books are generally too large and too valuable to be sent to the reading rooms for consultation, and there are at present no proper arrangements for the deposit and exhibition of these works. The collection, with the liberal funds now at the disposal of the Board of Managers, might be increased by the purchase of other illustrated works in architecture, the mechanical arts, and engineering. These works should be kept apart from the general library, in cases specially provided to protect them from dust and smoke. They should be handled and consulted under the eye of an attendant. Tables and easels should be provided for drawing and copying. The southeastern room, third story, seems adapted for this purpose. I recommend that it be fitted up in a tasteful and appropriate manner for the use which has been named. Such an apartment would attract donations of valuable illustrated works, and would give donors the assurance that their offerings would be cared for and made useful. Hither the teachers of drawing in the public schools could bring their advanced classes. Here designers and pattern-makers of our manufacturing establishments, by studying the best examples, could improve their styles; and artists, architects, and engineers, could find books, each in his own profession, which it is impossible for them otherwise to see. The matter of taste in design and form is too often regarded as simply an abstract question in æsthetics; whereas, in fact, the presence or absence of this quality in many articles manufactured in this city determines their commercial value.

THE NEW BUILDING.

The contractors are rapidly advancing with the construction of the main building, with the purpose of having it under cover before winter.

Since my first inspection of the excellent plans of the new building, I have regarded the location of the delivery room of the circulating department on the first floor of the intermediate structure, as a defect; chiefly, because no convenient place of deposit was provided for the books of that department. The floor of the intermediate structure is seven feet below the floor of the main hall where it was proposed to deposit the books for general circulation. The books in that location would be too far from the point of delivery, and no corps of attendants could endure the strain of making this oft-repeated ascent of seven feet. Again, the books of the circulating department would make an unsightly appearance in the lower alcoves of the main hall. This space, the most conspicuous in the building, should be filled with well-bound reference books.

In view of these objections, I have recommended to the architect and building committee to place the delivery room in the second story of the intermediate structure, with an entrance from the hall of the front building. This story is on a level with the hall and also with the second tier of galleries of the main hall, and communicates with the same. When the building is completed the room now used for the library will be the main reading room, and the entrances of both the reading room and the circulating department will be opposite each other on the same floor. I understand that the changes I have recommended will be made.

MEDICAL LIBRARIES.

Some months since, shelving was provided for the books of the Medical College of Ohio, a contract having been made by its officers and the Board of Managers to deposit the same in the Public Library. As soon as the shelving was completed, I notified the Librarian of the College that we

were ready to receive the books. He stated that he would have a meeting called to authorize the removal. This gentleman soon after sailed for Europe, and no report of authority for the removal has been made to me. The shelves are therefore empty. Similar arrangements were made with the Trustees of the Cincinnati Hospital, which have not been carried out in consequence of the protracted sickness of the chairman of the library committee of the Hospital.

CONCLUDING REMARKS.

The past year has been an eventful one in the history of the Library. From narrow and inconvenient quarters, it has been removed to a beautiful and well-arranged building, and, by the liberal appropriation of the Board of Education and the concurrent action of the City Council, the completion of a fire-proof library building, with a capacity of containing 250,000 volumes, is assured. The accessions and the use of the Library have largely increased. A printed catalogue is nearly completed. Entire harmony of feeling and purpose have existed between the Board of Education, the Board of Managers, and the persons employed in the administration of the library. The institution is more deeply rooted than ever before, in the confidence and affections of the public, and is watched with interest by the friends of education and progress in all parts of the land.

WILLIAM F. POOLE,

Librarian.

LIST OF DONORS.

DONORS.	VOLS.	PAM.
Amherst College,		2
Miss E. Z. Ashford, Cincinnati,	8	
Prof. William P. Atkinson, Boston,		1
Will E. Barnwell, Cincinnati,	1	
Boston Athenæum,		7
Boston City Hospital,	1	
Boston Mercantile Library,	1	
Boston Public Library,	3	28
Bronson Library, Waterbury, Conn.,	1	
Brookline (Mass.) Public Library,		1
Robert Brown, Jr., Cincinnati,	2	2
Cincinnati Board of Education,	10	
Cincinnati French Club,	24	
Cincinnati Mercantile Library,		1
Robert Clarke, Cincinnati,	9	37
Julius Dexter, Cincinnati,		1
Ozro J. Dodds, Cincinnati,	2	
Edmund J. Doering, Cincinnati,	2	
Henry M. Douglass, Champaign, Ill.,	3	
Mrs. Elizabeth A. Dwight, Boston,	1	
East Hampton (Mass.) Public Library,	1	
Hon. J. W. Geary, Harrisburg, Pa.,	1	
Samuel A. Green, M. D., Boston,	19	351
E. Gaylord Hall, Cincinnati,		1
William T. Harris, St. Louis,	1	
Gov. R. B. Hayes, Columbus,	19	
John B. Heich, Cincinnati,	1	
S. Dana Horton, Cincinnati,	28	
D. L. James, Cincinnati,	1	
Estate of Col. Robert Lachlan, Cincinnati,	97	305
Rosa Liebenstein, Cincinnati,	1	

DONORS.	VOLS.	PAM.
Hon. John Lynch, Portland, Me.,	1	
William McCarthy, Syracuse, New York,	1	
Massachusetts State Board of Health,	1	
Massachusetts Historical Society,	1	
M. W. Myers, Cincinnati,	2	
New Bedford (Mass.) Free Public Library,		1
Robert S. Newton, M. D., New York,	1	
New York Mercantile Library,		2
Ohio State Library, Columbus,		1
L. M. Oviatt, Cleveland, Ohio,	1	
Daniel B. Pierson, Cincinnati,		105
Philadelphia Mercantile Library,	1	1
William F. Poole, Cincinnati,	4	
Joseph Robson, Cincinnati,	2	
St. Louis Public School Library,	1	1
San Francisco Mercantile Library,		1
Wm. S. Scarborough, Cincinnati,		1
Martin Schuler, Cincinnati,	1	
C. B. Ruggles, for C. Scribner & Co., N. Y.,	3	
Hon. John Sherman,	6	
Edward Smith, Syracuse, New York,	1	
Smithsonian Institution, Washington,	3	
B. F. Stevens, London,	2	
Hon. Job E. Stevenson, Cincinnati,	25	2
Hon. P. W. Strader, Cincinnati,	7	
C. H. Titus, Cincinnati,	11	
United States Government,	28	
William W. Wheildon, Boston,	2	2
I. H. White, Cincinnati,	2	1
Henry I. Williams, Philadelphia,	1	
Williams College,		2
Justin Winsor, Boston,	2	4
Yale College,	1	5
Hon. T. H. Yeatman, Riverside,	9	

The following serials have been received as donations from the publishers:

Advocate of Peace.....	Boston and Chicago.
Allgemeine Bibliographie.....	Leipzig.
American Eclectic Medical Review....	New York.
Association Monthly, Y. M. C. A.....	New York.
Bookbuyer.....	New York.
Carroll's Literary Bulletin.....	Cincinnati.
Cincinnati Medical Repertory.....	Cincinnati.
Communist.....	St. Louis.
Industrial Press.....	Cincinnati.
Iron World and Manufacturer.....	Pittsburg.
Ladies' Repository.....	Cincinnati.
Literary World.....	Boston.
Mount Auburn Index.....	Cincinnati.
National Normal.....	Cincinnati.
Our Dumb Animals.....	Boston.
Our Monthly.....	Cincinnati.
Steiger's Literarischer Monatsbericht..	New York.
Times and Chronicle.....	Cincinnati.
Täglicher Courier.....	Cincinnati.

REGULATIONS
OF THE
PUBLIC LIBRARY OF CINCINNATI.

The Librarian shall, under the direction of the Board of Managers, have the charge and superintendence of the rooms of the Library, and shall be responsible for the care and safety of all books and other public property contained in them, as well as for the orderly deportment of readers.

READING ROOMS.

Any person of good deportment and habits may use the reading rooms.

Ample arrangements having been made for washing, the attendants are instructed to deliver no periodical or book into unclean hands.

Persons desiring books for consultation in the building will apply to the attendants in the reading rooms.

LIBRARY.

Any resident of Cincinnati may draw books from the Library by registering his or her name and residence, and complying with either of the following conditions:

1. By furnishing satisfactory security, in the form prescribed by the Board of Managers, to remain in force not more than three years.

2. By depositing with the Librarian three dollars, or the value of the work desired.

The following persons shall be exempt from making a deposit or giving security :

The Mayor and members of the Boards of Aldermen and Council ;

The members and officers of the Board of Education ; the Board of Managers of the Public Library ; the Union Board of High Schools ; and the Board of Examiners ;

The teachers of the public schools ;

Ordained clergymen and city missionaries regularly officiating in the city ;

Benefactors of the Library to the amount of one hundred dollars ;

Other persons to whom the Board of Managers may, for special reasons, and for a period of not more than one year, accord this privilege.

Non-residents may draw books from the Library by making a deposit of three dollars and an annual payment in advance of five dollars.

RULES FOR THE CIRCULATION OF BOOKS.

One volume only can be taken on one account, unless the work be in duodecimo, or smaller volumes, when two volumes may be taken.

Books may be retained two weeks, and may be renewed for the same period. They can not be re-issued to the same person until they have been on the shelves twenty-four hours.

Books of recent purchase, which are labeled "Seven-Day Book," shall not be retained more than one week, and can not be renewed.

Encyclopædias, dictionaries, and other works of reference, rare and illustrated books, and such works as, for any reason, are restricted from circulation by the Board of Managers, can be consulted only in the building.

All injuries to books beyond reasonable wear, and all losses, shall promptly be made good to the satisfaction of the librarian.

A fine of three cents a day shall be paid on each volume which is not returned according to the provisions of the preceding rules. To this fine shall be added the expense of collection and of serving notice.

If any book be not returned within one month after serving a notice, the Librarian shall proceed to collect, through the City Solicitor, the value of the book, with accrued fines and other charges to the date of payment.

Any person abusing the privileges of the Library or violating these rules shall be temporarily suspended from its privileges; and the case shall be reported to the Board of Managers for such action as the Board may deem proper.

The Library and Reading Rooms shall be open from 8 o'clock A. M. to 10 o'clock P. M., on all secular days, and on Sundays, for reference only, between the same hours; provided, that said rooms may be closed on holidays at the discretion of the Board of Managers.

These regulations, or any of them, may be repealed or amended at any regular meeting of the Board of Education, a majority of the whole Board concurring.

RULES OF THE BOARD OF EDUCATION

RELATING TO THE

PUBLIC LIBRARY,

1870-71.

1. For the purpose of increasing and maintaining the Public Library, the Board of Education is authorized annually to levy a tax, not to exceed one-tenth (1-10) of one mill on the dollar valuation of the taxable property of the City of Cincinnati, to be estimated and reported to the Board by the Committee on Funds and Taxes, at the same time that they may report the estimate for school purposes; and such special tax shall be assessed and collected in the same manner as other school taxes.

2. The amount of said tax, when collected, shall be expended, under direction of the Board of Education, for the purchase of such books as are suitable for public school libraries, the bill for which, with attendant expenses, shall be certified to by the President and Clerk, and paid by the City Treasurer.

3. The Board of Education shall have power to make all needful rules and regulations for the management of the Library, and such Library shall be accessible to all residents

of the City of Cincinnati, subject to the rules and regulations adopted for its control and preservation; and non-residents of the city, by paying five dollars per annum in advance, and an additional deposit of three dollars, shall enjoy the use of the Library, subject to the same rules and restrictions as residents.

4. The Public Library shall be under the direction of a Board of Managers, who shall be chosen as follows: The Board of Education shall, on its organization in July, 1867, elect by ballot two persons to serve for the term of three years, two persons to serve for the term of two years, two persons to serve for the term of one year, and annually thereafter, at the same time, two persons to serve for the term of three years. All vacancies in the positions above designated to be filled by ballot by said Board of Education, the persons so elected to serve during the unexpired term of their predecessors, and until their successors are elected. The President of the Board of Education shall also be a member of said Board of Managers, *ex-officio*, and the Board of Managers so constituted shall at all times be amenable to, and under the control of, the Board of Education, both as to their authority and tenure of office, and shall serve without compensation.

5. On the Thursday succeeding the election, annually, the Board of Managers shall assemble, at the call of the Clerk of the Board of Education, and organize, by electing a President, Treasurer, and Secretary.

6. Such Board of Managers shall have the general control of such Library, subject to the will of the Board of Education, and it shall be their duty to enforce the rules and regu-

lations adopted for the use, preservation, and management of the same, and they shall act with a view to the enlargement, utility, and permanence of such interest. They shall also cause such Library to be carefully examined and counted during each year, and they shall report its condition to the Board of Education at its last meeting in June, annually, which report may be submitted in printed form.

7. The Board of Managers shall also submit to the Board of Education, at the last regular meeting for the school year, the names of suitable persons to be elected as Librarian and Assistant Librarians for the ensuing year. The Librarian shall perform his duties under and by the direction of the Board of Managers, or as the Board of Education may direct. The Assistant Librarians shall be under the direction and control of the Librarian.

8. The Board of Education shall make an annual allowance of \$12,000 for the salaries of Librarian and Assistant Librarians, the same to be distributed by the Board of Managers at the commencement of the year, and paid in installments on the regular bill days of the Board of Education.

9. Such Board of Managers shall also keep an accurate account of all receipts and expenditures on account of the Library, and present an abstract of the same to the Board of Education, on a regular bill night, once a quarter.

10. All donations or other receipts for the benefit of the Library shall be paid into the city treasury, to be held as a special library fund, out of which all appropriations for the Library shall be paid; provided, that donations for special

objects connected with the Library shall be subject to appropriation by the Board of Managers in accordance with the condition of the donation, without action by the Board of Education.

11. The Board of Education may appropriate from time to time a sum not to exceed, with the unexpended balance of the preceding appropriation, the sum of \$500, which the Board of Managers may expend without further action of the Board of Education.